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MSC Content Management Committee Meeting
August 23, 2017
10 AM – 2 PM
Online

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Present: Carly Delsigne, Jemma Hazen, Jennifer Hossack, Janice Kalvig, Stephan Licitra, Jodie Moore, Carrie Nelson, Lyndy Parke, Paulette Parpart, Dave Shearer, Marilyn Trosper.

Not present: Beth Boyson, Amy Fugate, Laura Tretter

Meeting was called to order at 10:00 AM

Minutes from March 8, 2017 meeting were approved.

Old Business

- **Updates**: More info below CMC chair's report
  - **News from the MSC Executive Board**--SaaS migration will be completed around mid-September. Be patient with MSC staff during this time as they will be extra busy.
  - **MSC fall survey (Update)**—Another survey will be given in the fall as a follow up from the one last fall. The questions will lean heavily toward cataloging.
  - **Checking in with MSC staff**—With Jessie and Bobbi leaving the MSC, things are busy. Wait times for responses to tickets is longer so please be patient. Cara Orban will continue as director. A trainer will be hired as will another systems technician.
  - **Acquisitions procedures (Update)** – Tracy Cook is leading a pilot project to develop shared acquisitions procedures. This project, while mostly of MSC libraries, pulls from all libraries across the state to work on the question of how to increase efficiencies when buying and obtaining library materials
  - **Check-in with Enterprise**—eLibrary is no more. Because of that, more feedback on Enterprise is expected. Due to the staff shortage at the MSC, libraries that need customization of Enterprise done will have to wait. It won't get done as quickly as it has in the past.

New Business

- **CMC Bylaws and App B. (Update and action items)**—See below CMC Bylaws
- **Contract catalogers (Idea was to compile list of potential people, what else is needed?)**-- This idea was tabled in favor of an idea brought forward by Paulette to discuss better ways of getting local Montana materials more quickly cataloged. She was willing to develop this idea further and report on it at the next meeting.
- **SCP updates (Any suggestions?)**—None
- **Add to Junk tag list to SCP?**—Decided there was no need for this to be in the SCP
- **Record audit procedure/Cataloging cleanup**-Some are doing small amounts of cleanup, but this will be put on the back burner until the MSC is fully staffed.
- **Training materials (Update, ideas for more?)** --Try to continue what Bobbi started. Already have a good amount of training materials for basic cataloging. Maybe we could focus on some intermediate cataloging skills.
- **Committee Recruitment (Where do we go from here?)**--Much discussion on where we could pull from. It was suggested we add a rep from a medical library, as well as having 2 school reps-

one from K-8 and one from high school. It was decided that we recommend and ask specific people rather than making a broadcast for members.

- **Cataloging mentors (Worth the effort? Meeting goals?)--** Most said they get questions but no feedback so not sure how well it's working. Different structuring was suggested, maybe do it by region for example. So many people learn visually, it would be helpful to have a compilation of short video clips, handouts, and links for certain frequently asked questions on the website. Jemma would be willing to put these up.

Announcements:
- Next meeting will be held in-person, in Helena, March 2018. Date to be determined.
- Secretary assignment for March meeting: Carrie Nelson.

MSC Content Management Committee Meeting
Chair's report
August 16, 2017

Since the last Content Management Committee meeting in March several projects have started or advanced. Many of these projects will have an impact on our work. At the Montana Shared Catalog meeting in May, the membership voted to move to SirsiDynix's Software-as-a-Service program. This has resulted in more cleanup work by the MSC administrators. The timeline for this project is available on the website, but the migration of data from local servers hosted by the Montana State Library to SirsiDynix's Cloud servers is expected to be completed by mid-September. Jemma will bring us up to speed on this project at the meeting. Work at the MSC has been complicated and slowed by the recent vacancies of the MSC director (being filled for the interim by Cara Orban) and the MSC Trainer (the call for resumes when out yesterday).

The MSC executive board at their annual retreat elected Kelly Reisig of Sidney Public Library as Chair of the board. They discussed staffing needs at the MSC and how to set the catalog up for strong future growth. They have decided to look at re-arranging responsibilities so that the MSC can hire one more full time technical support position and reducing the MSC director position to half-time. This addresses the challenging issue of hiring someone with both strong technology skills and strong people skills. After a long discussion, the board agreed there was strong potential and the plan will be investigated further. Should this plan move forward the Directorship of the MSC would be given permanently to interim director, Cara Orban. There was much discussion and concern around this idea, but in the end, the board and everyone affected by this change, felt confident in its success. Cara's responsibilities would be rearranged to meet the demands of the position. It was observed that Cara is already balancing the workload successfully. The board has expressed confidence in her leadership.

There were also a number of contract changes made which will be presented at the membership meeting in October. Most of the changes are minor updates and changes needed for the SaaS migration. One change of note, (in section 15) would remove the requirement that the CMC bring to vote all proposed changes to our guiding documents. As this has not been done in 11 years, it seems beneficial. We were also added to Section 3 of the contract (the section of definitions). The board's workplan remains like previous years and the board discussed working on a new MSC Strategic plan as the current one is over in 2018.

As was approved by the membership meeting in the spring, the fall membership meeting will be held entirely online. As there are a limited number of seats with the Go2Meeting subscription the executive board has opted to have 5-12 libraries serve as host locations. So instead of traveling to Helena, member libraries would only need to travel to the nearest host site. Because of this change in meeting format, I expect that the meeting will have a different dynamic than previous meetings. Also, this year the Executive board will be sending out their survey before the fall membership meeting. Both the CMC and the Ad Hoc committee have been asked to contribute follow-up questions from their previous survey last fall. Which we have done. The chair will meet with Wendy Campbell just before the CMC meeting to discuss the final version of the survey.

The executives were also updated on the progress being made by the Acquisitions pilot project, led by Tracy Cook. So far, the project has focused on recruiting people. I have been asked to participate, both as a special library and on the behalf of the CMC. The group will work to create shared standards for acquisitions, as well as explore approaches to buying materials more cost effectively. This could mean cooperative collection development, coordinated buying in bulk, developing a virtual market space or… There are many ideas to explore with this aspect of library acquisitions. The next step in this process is to develop an understanding of work processes used by participating libraries which will start in September.

My last update is for the CMC bylaws subcommittee. The subcommittee has met once online, and had numerous email conversation since. Initially, the subcommittee was exploring how the CMC functions and how it could function in the future. Our discussion has since moved on to drafting the framework of the bylaws and the shorter summary of the bylaws; Appendix B. (Which we have discovered are slightly different products.) The subcommittee has concluded that there are a number of questions we would like the committee as a whole to resolve before we write the bylaws. This hopefully will speed up the process for us in March 2018. They mostly have to do with the composition and roles of members on the board. In the end the subcommittee hopes to capture, in writing, the nature and strongest traits expressed by the CMC, while at the same time offer clarity in the CMC's roles, processes, and duties.

I look forward to discussing these projects and more with all of you at our next meeting.

Respectfully submitted,

Stephan Licitra
Content management Committee, Chair

CMC Bylaws subcommittee
Action items
August 23, 2017

Below is a list of 8 questions identified by the subcommittee on CMC bylaws. While the bylaws are not written yet, it is hoped that committee members could provide insight and approve certain points in the bylaws. Voting on these points now will cut the amount of time needed for discussion when the bylaws are adopted at the Spring CMC meeting in March 2018.

The topics and questions are listed below.

Committee Size

How many members shall the CMC be made of? It was decided the committee would be comprised of a range of 10-16 members. Paulette made motion to accept this, Dave second. Motion passed.

What qualities or characteristics shall these members have? We decided it was more important members have interest in the committee, that they have some knowledge but no need to be an expert, and that they are able to see the big picture of the committee and the MSC. We will strive to have reps from all library types. No vote needed.

Committee composition

How should the composition of the CMC be allotted? No formal composition, but try to have a balance between member libraries, regional coverage, and different library types. We'd also like to see a representation of circulation, OPAC, serials, and acquisitions. No vote needed.

CMC chair/vice-chair term limits

Should the Chair/Vice-Chair continue to have one year terms? Will stay with 1 year terms. Paulette made motion to accept this, Dave second. Motion passed.

Secretary term & duties

Should the CMC have a secretary who shall be elected to serve one year and be charged with the writing and reporting of CMC minutes as well as their archiving and care? A secretary will be designated at the end of the current meeting to serve at the next meeting. It will be included as an agenda item by the chair.

Representatives of Function

Should the Content Management Committee have four "Representatives of Function" on its committee? Should these members represent the cataloging functions of: Circulation, Acquisitions, Serials and the OPAC? We will have at least these four, but not limit it to just those four. These may be expanded in the future as needed. They may include authorities or OCLC. Paulette made motion to accept this, Marilyn second. Motion passed.

Role of Representatives of function

Should the representatives of function role be defined as: 1) Member of the CMC who is familiar with certain functions of the ILS and thus are able to provide insight and assess the impact committee proposals with have on that function, 2) Members who are also charged with advising the CMC of systematic problems within that function and lead the updating of that function's guideline, and 3) members who, when an ad hoc subcommittee is formed to address an issue related to that function, chairs that subcommittee? Paulette made motion to accept this as written, Marilyn second. Motion passed.